Internship Planning Guide

The Planning Guide should be completed during a discussion with the student intern and their organizational supervisor prior to beginning the internship. This will be turned in to the campus supervisor prior to beginning the internship.

*NOTE while coaching may be part of an intern's tasks, coaching hours may not be used as part of the hours per week towards the internship experience.

1. In general, what tasks and duties will the intern be responsible for with the organization?

2. As the intern gets more acclimated to the work environment, what general tasks and responsibilities will the intern be responsible for during the major part of the internship?

3. Recognizing that projects and responsibilities may change as the internship evolves, briefly describe a 'major project' the intern may take ownership of:

Intern signature: _____
Date:_____

Organization Supervisor signature: _____
Date:_____

If a job description was posted for this position, please attach it to this document.